

TEDS Monthly Notes

CTE Technical Education Database System Updates

June 2016

At the End of the Day (Quincy Jones)

Just when you thought you were out, we pulled you back in. Didn't you hear? CTE never ends. As we finalize our end of school data and prepare for Summer Conference, review these important reminders so you don't get caught in the end...

Afterwards, I pray you find peace during your down time and it grows to become peace always.

Don't Let It End (Styx)

The first end-of-access deadlines are upon us. You **must** attend a TEDS training session every two years to maintain your access.

Here are some important reminders:

- **New training dates have been scheduled and are posted on the [TEDS website](#).**
- **EVERY USER** (new and experienced) will have to complete a User ID Request Form to establish correct roles and verify need for access.
- If your time is up and you get locked out, your account will remain locked until you attend a new users training session.

You have a special task and privilege of shepherding students through the world of CTE. Don't lead them astray and don't let it end.



PEACE...

It does not mean to be in a place where there is no noise, trouble or hard work. it means to be in the midst of those things and still be calm in your heart. -unknown

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End of the Road

(Boyz II Men)

If you are blessed to be retiring or changing positions this year, verify that there is someone else in your school or district that can carry on your wonderful TEDS legacy. Please work with your leadership to keep up with the following best practice: each location (school, district, ATC, CTC) should have AT LEAST TWO people trained to change/edit student data in TEDS. As you head for new horizons,

May the road rise up to meet you.
May the wind always be at your back.
May the sun shine warm upon your face,
and rains fall soft upon your fields.
And until we meet again,
May God hold you in the palm of His hand.

Journey's End

(Journey)

Our seniors have reached their high school journey's end. If you have not already completed the task, it is time to terminate their TEDS records.

Terminations must be done **in TEDS**, under each pathway on the Termination Screen. We are all itching for summer to start but we are required to make sure their journey's end is a pleasant one. If, for no other reason, to be sure our return is also pleasant. Our diligence now ensures this. So, last time:

STUDENTS SHOULD ONLY BE TERMINATED WHEN THEY LEAVE THEIR HOME HIGH SCHOOL

You are required to terminate **ALL** active and inactive students that fall into one of the categories below.

- ◇ 12th Grade PREPARATORY Students *
- ◇ Underclassmen **that drop out or transfer** from their home high school.

**DO NOT TERMINATE UNDERCLASSMEN IF THEY
ARE RETURNING TO THEIR HOME HIGH SCHOOL
even if they are not coming back to your ATC**

* 12th Grade EXPLORING students will be automatically terminated

The End of Our Season

(David Benoit)

As we approach the end of our TEDS "season", don't forget these critical pieces:

DUAL CREDITS must be entered for any students who earned them this year.

FEDERAL INDICATORS
Last chance to review and correct your indicators.

INDUSTRY CERTIFICATES
must be entered the year they are earned. You cannot go back next and add them.

You can review the steps for each of these on the TEDS Step-by-Step website. [http://
education.ky.gov/CTE/teds/Pages/
TEDSStepbyStep.aspx](http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx)

Till the End of Time

(Bobby Brown)

Time. It has a way of sneaking up on us. Make sure you look to the **2015-2016 TEDS Timeline & Checklist** to ensure you catch it before it catches you.

[http://education.ky.gov/CTE/teds/
Pages/default.aspx](http://education.ky.gov/CTE/teds/Pages/default.aspx)

Where the Story Ends

(The Fray)

2016 WorkKeys data has been imported to TEDS. You can review this data by going to the Career Readiness screen or by running either a WorkKeys Assessment or Class List report in TEDS. If the data is incorrect or missing, you can make corrections on the Career Readiness Screen in TEDS.

Don't forget: the story does end. You will need to verify and/or make corrections as soon as possible. We will begin gathering career readiness data in July.

Questions or concerns? Contact Angie Fischer at Angie.Fischer@education.ky.gov or 502-564-4286 Ext. 4236.

Contact Us

OCTE website

<http://education.ky.gov/Pages/default.aspx>

Career Readiness

Kiley Whitaker

kiley.whitaker@education.ky.gov

Infinite Campus

Tanya Fluke

tanya.fluke@education.ky.gov

Phone

(502) 564-3791

Perkins

Karla Tipton

karla.tipton@education.ky.gov

TEDS

Claude Christian

claude.christian@education.ky.gov

End It On This

(No Doubt)

Summer is here. The excitement of the river and cookouts and family is buzzing in our heads. Don't let the noise drown everything out for too long.

June 15	TEDS End of Year Data should be entered and completed in TEDS
June 30	14-15 Follow Up Data Locks
June 30	Career Readiness Data Entered Where Possible
July 17-20	KACTE Summer Conference - Galt House - Louisville
August 1	TEDS Training begins (dates and registration info on the TEDS website) http://education.ky.gov/CTE/teds/Pages/default.aspx
September 1	2015-2016 TEDS data will be locked for rollover